



## POSITION DESCRIPTION

### Safety Team Leader - Toowoomba

Position Details	
<b>Position:</b>	<b>Safety Team Leader – Permanent Position</b>
<b>Classification:</b>	SCHCADS Social, Community, Home Care and Disability Service Industry Award 2010 and the DVAC Certified Agreement 2017 Level 7.1 – 7.3
<b>Salary:</b>	\$52.09 to \$54.32 and \$101,575.50 to \$105,924.00 per annum
<b>Additional Benefits:</b>	Generous above award conditions. See EBA <a href="#">DVAC Enterprise Bargaining Agreement 2017</a>
<b>Hours:</b>	75 hours per fortnight (9am to 5pm Monday to Friday).
<b>Accountability:</b>	DVAC Board of Management, CEO, Managers and Staff Team.

#### Organisation information

##### Vision

Reduce the prevalence and impact of gender-based violence in our communities.

##### Purpose

DVAC works with individuals and communities to eliminate, prevent and respond to domestic and family violence, and sexual violence by:

- Collaboratively providing quality support services.
- Challenging social norms and structures that enable people to use violence/enable the use of violence.
- Building awareness and capacity within the community, and
- Encouraging egalitarian relationships.

##### Philosophy Statement

The Domestic Violence Action Centre (DVAC) has a long history in providing high quality services to women, children and young people who have experienced domestic and family violence in the Ipswich, Toowoomba and surrounding regions. DVAC works from a feminist perspective. We have a gendered analysis of domestic violence that understands that domestic and family violence is a result of systemic power imbalances and inequalities. We work from a position of ensuring safety for women and children while holding perpetrators accountable for their behaviour.

Our Organisational values are the pillars for our work. Our values are Community, Accountability and Resilience.

## The Organisation

You will find detailed information about the organisation on our website [www.dvac.org.au](http://www.dvac.org.au)

## Equal Employment Opportunities

DVAC values diversity in our workforce, and as such encourages applications from all cultural backgrounds.

## Position Summary

The Safety Team Leader has

- Oversee of the Intake, Safety team and Women's Health & Wellbeing initiatives.
- Oversight of human resources, service delivery, quality practice development and integrated service response.

The team leaders at the Domestic Violence Action Centre work passionately to prevent and respond to gendered-based violence. Therefore, it is expected that the team leader in this position is be able to manage autonomously, ethically and with limited direction.

## Key Responsibilities and Outcomes

### Leadership

The Team Leader role is designed to build the capability of their team and service delivery in responding to domestic and family violence. The role also supports the Executive team to understand service delivery strengths as well as its gaps, including areas for growth and development.

Specifically, the team leader is expected to:

- Proactively contribute to strategic planning in collaboration with the Executive team.
- Oversight and development of quality practice.
- Ensure compliance and best practice.
- Innovative program development in response to organisational direction.
- Support healthy workplace culture by identifying and proactively responding to staffing needs.
- Timely and robust communication to the Executive team regarding service delivery demands and needs.
- Promote a supportive environment for your Team Leader peer.

### Human Resources

- Leading in human resources requirements within team including recruitment, induction, supervision, reviews, ongoing professional development, performance monitoring and management, and staff well-being.
- Provide regular, trauma-informed supervision.
- Oversight of external supervisors accessed by team members in line with DVAC Policy.
- Overseeing and modelling positive organisational culture, by supporting the development of interpersonal team relationships in line with DVAC values, beliefs, and code of conduct.
- Give direction and model appropriate conflict management in line with organisational values and code of conduct.

## Service Delivery

- Oversight and development of quality practice.
- Oversight of the ongoing capacity demands in the team.
- Collaborate with the Leadership team to ensure the appropriate allocation of work, including triaging and prioritising of demand.
- A working understanding of relevant legislation, practice standards, and reporting requirements in order to support staff and service delivery.
- A working understanding of Domestic Action Violence Centre's policies, procedures and operational guidelines to ensure adherence to best practice.
- Confidence in collaboratively developing quality improvement tools.
- Strong practice framework that aligns with a gendered analysis of domestic, family and sexual violence, its intersections with trauma and application to practice.
- Build and navigate strong working relationship with key stakeholder to support an integrated service delivery model.

**Organisational** in accordance with service values and requirements and industry practice standards:

- Lead, identify and implement solutions to gaps and trends and respond appropriately.
- Participate in the implementation of the strategic direction of the organisation, and create a corresponding operational plan for relevant initiatives.
- Oversee and lead the development of the provision of anti-discriminatory, client-centred practice in accordance with service values and requirements.
- Lead and participate in the development of funding submissions, in collaboration with the Executive Team
- Advocate on behalf of clients and the service within the funded area.
- Participate in the monitoring of legislative and policy developments regarding domestic and family violence and sexual violence.
- Meet reporting requirements for the relevant initiatives.
- Work within the Domestic and family violence services practice principles, standards and guidance from the Department of Communities Qld and the Qld Government Interagency Guidelines for Responding to Adult Victims of Sexual Assault and the National Standards of Practice Manual for Services Against Sexual Assault; and the National Principles for Child Safe Organisations.
- Undertake any other duties as lawfully directed by the CEO or Service Manager.

## Accountability

The Safety Team Leader is required to work within the philosophy, objectives and policies of the organisation including:

- Working within a DVAC principles and frameworks.
- Working as a member of the staff team.
- Utilising consultative and collaborative processes.

The Safety Team Leader is ultimately accountable to the Service Manager but will also report to the CEO and the Board as the employing body. The Safety Team Leader will comply with the established processes for ensuring the transparency of all decisions and actions taken in the course of the work. The Safety Team Leader will also be accountable to the staff team and the consumers of the service.

## Preferred Qualifications and Experience

- Possession of relevant tertiary qualifications in the human services field.
- Proven experience and skills in leadership and management of staff.
- Well-developed experience and skills in counselling and therapeutic support.
- Experience and skills in gender-based violence risk assessment, trauma informed practice, safety planning, crisis support and system advocacy.
- Well-developed interpersonal and communication skills.
- Knowledge and skills to ensure the provision of culturally, gender and age appropriate services to clients;
- Demonstrated understanding and experience in working effectively with children, young people, women, and men who have experienced or are currently experiencing domestic & family violence, sexual violence, or other significant trauma;
- Committed to the National Standards for Child Safe Organisation
- Knowledge regarding feminist practice and its application in working against both domestic & family violence, and sexual violence.
- Current driver's licence and Blue Card.
- All DVAC staff are required to complete a National Police Check upon successful offer of position.

## Personal Attributes

- Passion for working with women in a rapidly changing, intensive, crisis driven environment.
- Ability to remain calm and make professional assessments under pressure.
- Ability to advocate while maintaining positive relationships with both stakeholders and colleagues.
- Ability to be organised, prioritise and manage time effectively in the face of multiple demands.
- Willingness to engage in honest, transparent, reflective and accountable practice.
- Ability to connect daily crisis work with larger organisational goals and community outcomes.
- Values which match the values and the feminist ethos of the organisation.
- Ability to adapt to change and demonstrate resilience
- Demonstrates high ethical standards and integrity in all working relationships
- Ability to make effective decisions in a timely manner and to escalate as appropriate.

## Applying for this position

Please send a current CV along with a cover letter introducing yourself and outlining your interest and your suitability for the role to Liz at [liza@dvac.org.au](mailto:liza@dvac.org.au) by 9am 24<sup>th</sup> January 2022